

Located on the Ground Floor of the Town Hall, Room 2

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Inspectors Office Hours: Monday - Friday 11:00-12:00 & 3:00-4:00

Mark Chubet Building Inspector x202

Paul Starratt Assistant Bldg. Inspector & Sealer of Wts & Meas. x205

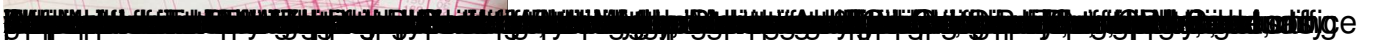
Edward Forsberg Plumbing and Gas Inspector x201

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The Norwood Building Department enforces the Massachusetts State Building Code, Massachusetts State Electrical Code, Massachusetts Plumbing and Gas Code as well as the Town of Norwood Zoning By-Law.



[Building Permit Application](#)
[Electrical Application](#)
[Gas Permit Application](#)
[Plumbing Permit Application](#)
[Sign Application](#)



The information provided on these brochures and web pages is intended to be a general summary of information to the public. It is not intended to take the place of either the written law or regulations such as the Massachusetts State Building Code or the Town of Norwood Zoning Bylaws. Please refer to these and any other codes or laws to confirm information is up to date

Residential Customers

[New Homes - Modular](#)

[New Homes - Conventional](#)

[Residential Additions](#)
[Residential Basements](#)
[Residential Decks](#)
[Residential Garages](#)
[In-Law Brochure](#)
[Roofing Brochure](#)
[Storage Sheds](#)
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[Woodstoves](#)



[Zoning ByLaws](#)



[Building Records from 1927 - 1991](#)

Inspectional Services: Building Permit Instruction Sheet

1. APPLICATION FOR PERMIT:

M.S.B.C. Section 113, "Application for Permit";:

WHEN PERMIT IS REQUIRED: It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by this code without first filing a written application with the building official and obtaining the required permit therefor.

EXCEPTION: Ordinary repairs as defined in Section 201.0.

M.S.B.C. Section 2011, "Ordinary Repairs". Any maintenance which does not effect

structure, egress, fire protection systems, fire ratings, energy conservation provisions (Art. 20), plumbing, sanitary, gas, electrical or other utilities.

2. REQUIRED PLANS:

Application shall be accompanied by a set of working, drawings, drawn to scale

with sufficient clarity and detail to show the nature of the work and compliance with the Mass. State Building Code. Plans for buildings more than 35,000 cubic feet of area

must

be stamped by a registered architect or engineer. All plans

shall

include but not be limited to...

[1] *FLOOR PLANS* showing location and dimensions of the area, **means of egress**

, uses of area, method and amount of ventilation, fire stopping and finish schedule.

[2] *FRAMING PLANS* showing spans, bearing walls, type and size of materials, foundations and footings.

[3] *ELEVATIONS* showing facade, window sizes, building height and dimensions, railing heights, crawl space, roof venting and fire separation walls and floors.

[4] *CERTIFIED PLOT PLAN* **must** be provided for **any and all** protrusions beyond legal, existing rooflines, additions or accessory buildings, showing

all

dimensions and setback distances from overhangs. Plot plan shall also include lot coverage and open space percentages and

must

be stamped, signed and dated by a Registered Land Surveyor.

3. ATTACHMENTS - IF APPLICABLE:

[1] Conservation Commission approval required if the building is within or near Floodplain Districts as determined by said commission.

[2] Demolition of buildings requires rodent control sign-off from the Norwood Board of Health.

Demolition of buildings requires multi-department sign-off sheet to accompany the building permit application.

[3] Third party affidavits required for modular houses.

[4] Installer of manufactured buildings certificate for modular houses.

[5] Asbestos removal to be per Local Board of Health and State Regulations.

[6] Fire Department review and approval for smoke detector location, sprinkler plan approval, if applicable, and oil burner installation.

[7] Sidewalk bond is **required** if heavy equipment (excavation machines, concrete trucks, etc.) is to cross curb/sidewalk. Bond should be recorded with the Public Works Department [Civic Center Office] a **minimum of 5 days prior**

to obtaining a Building Permit. The application shall be stamped by the Public Works Dept. prior to the issuance of a building permit.

Only the Public Works Department can waive this requirement.

4. MINIMUM REQUIRED INSPECTIONS (Prior to issuance of a Certificate of Occupancy):

- [1] Excavation inspection BEFORE concrete is placed.
- [2] Foundation inspection to check sealcoating, if applicable, before backfilling.
- [3] Rough electrical Inspection.
- [4] Rough plumbing and gas fitting inspections.
- [5] Rough framing inspections - AFTER firestopping is complete and BEFORE insulation is installed.
- [6] Insulation inspection, unless otherwise ordered by the building official.
- [7] Final electrical inspection.
- [8] Final plumbing and gas fitting inspection.
- [9] Final Fire Department inspection.

- [10] An “as-built” plot plan is required before a Certificate of Occupancy can be issued.
- [11] Final Building inspection.

5. CERTIFICATE OF OCCUPANCY:

Work being done pursuant to Zoning Board of Appeal Decisions, Conservation Commission Order of Conditions, etc. should be in compliance prior to the issuance of a certificate of occupancy. If that is not possible due to extenuating circumstances, please discuss this issue with the Inspector to request a "temporary" certificate.

FAQ's

1. When do I need to get a building permit?

When the work is more than an "ordinary repair". Any doubt, please call the Building Inspector.

2. Do people research your files before they purchase a house or commercial property to see if the proper permits have been obtained and the work inspected?

Yes, definitely.

3. Can I do my own plumbing or gas work?

No, a licensed plumber or gas fitter must do the work, get a permit and request an inspection of the work. This ensures that the

work meets Massachusetts code requirements.

4. Can I do my own wiring?

No, a licensed electrician must do the work, get a permit, and request an inspection of the work. This ensures that the work meets Massachusetts code requirements.

5. Who can answer my question about setback requirements and other zoning questions?

The Building Inspector. Office hours are 11-12 noon and 3:00-4:00 p.m., Monday through Friday by calling (781)762-1240, extension 202.

6. Where can I get a certified plot plan?

Some, not all, are on file in the Building Inspector's Office. Please feel free to call, if you don't have one in your own files.

7. Does the Building Department have any brochures that I can access?

Yes, see [Residential/Commerical Info Page](#)

8. Will any penalties result if I do work without the required permits?

Yes. Building code violation is punishable by a fine of not more than \$1,000 or by imprisonment for not more than one year, or both for each such violation. Each day during which a violation exists shall constitute a separate offense. If violation is not abated and corrected, criminal complaint filed in Dedham District Court.

For work started without the required permit the permit fee shall be doubled.

Zoning by-law violation is currently \$300 per day.

Plumbing/gas violation; the fee is doubled for work started without the required permit. Possible criminal complaint filed and, if applicable, revocation of license hearing requested.

Wiring violation; complaint filed with state, revocation of license hearing requested.

1. How much does a permit cost?

Reference the [Permit Fees](#)

Norwood's fees generally are the lowest around. Visit other web sites to compare. Churches, synagogues and other places of worship are not charged a fee.

In short, any permit obtained for work done and the subsequent requested inspection are the best and least expensive insurance that you can buy to ensure that: #1 the work is done to code and #2 that your hard earned money is being effectively used....that you are getting what you paid for.

1. Do inspectors carry identification?

Yes, feel free to ask for it.

2. I'm new to Norwood, can you recommend a builder, roofing contractor, plumber, electrician, engineer, land surveyor, etc.?

No. We cannot recommend a specific contractor etc. However, as a resource tool we have assembled a list of builders, roofing contractors etc., who have done work in Norwood, that have a good reputation.

As a rule of thumb most people get an average of 3 estimates before choosing the person who will do the work.



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[Documents](#)